



## **Athlete Dismissal and Parent Communication Procedure for Team Programs**

### **Dismissing Athletes**

Coaches are not required to wait in the lobby for athletes to get ready and leave the facility. The following guidelines should be followed when dismissing athletes:

- All athletes must be released from the gym door, not from the lobby area.
- For classes where athletes are required to be picked up by a parent/guardian, the coach will dismiss athletes from the gym doorway. If a parent/guardian is not present, the athlete may wait in the gym until the parent arrives.
- If all athletes in a class have permission to leave without a parent/guardian, they may be dismissed directly from the gym. In this case, a coach is not required to follow the athlete to the door.

### **Use of Time Between or After Classes**

Time between classes or at the end of a shift should be used productively for:

- Preparing for the next class.
- Cleaning up equipment or the gym area.
- Debriefing with coworkers as needed.

### **Communication with Parents**

Coaches are not required to wait in the lobby to communicate with parents. Instead, the following steps should be used to communicate with a parent/guardian if needed:

- Send an email from the team email address or a text from the team iPod/iPad.
- If an in-person discussion is necessary, schedule a meeting by emailing the parent/guardian from the team email.

By following this procedure, coaches can ensure the safe dismissal of athletes while maintaining an efficient and professional environment.